



Safe and Drug-Free Schools Program, Office of Elementary and Secondary Education

Information and Application Procedures for Fiscal Year 1997

National Programs -- Federal Activities Grants Program

Replication of Effective Programs or Strategies to Prevent Youth Drug Use, Violent Behavior, or Both (CFDA #84.184F)

State and Local Educational Agency Drug Use and Violence Prevention Data Collection (CFDA #84.184G)

Deadline for Receipt of Applications: August 1, 1997

OMB# 1810-0551 Expiration Date: 6/2000

A Brief Introduction

The Safe and Drug-Free Schools and Communities Act (SDFSCA) governs the Federal government's largest single source of funding for drug and violence prevention programs in the Nation's schools. The State Grants portion of the Act provides funding to approximately 97 percent of school districts in the Nation to assist them in preventing violence in and around schools, promoting safety and discipline for students, and preventing the illegal use of alcohol, tobacco, and other drugs by school-aged youth.

SDFSCA National Programs Federal Activities Grant Program

The National Programs portion of the SDFSCA supports the development of innovative programs that (1) demonstrate effective new methods of ensuring safe and drug-free schools and communities, and (2) provide models of proven effective practices that will assist schools and communities around the Nation to improve their programs funded under the State Grants portion of the SDFSCA.

Eligibility

Eligible applicants under these competitions are State and local educational agencies; institutions of higher education; other nonprofit agencies, organizations, and individuals; and any combination of these types of entities.

Authority	<p>This competition is authorized under Title IV, Section 4121 of the Elementary and Secondary Education Act of 1965, as amended by the Improving America's Schools Act of 1994. (Public Law 103-382)</p>
Note to Applicants	<p>This is a complete application package for two competitions under SDFSCA National Programs. Together with the statute authorizing the program and applicable regulations governing the program, including the Education Department General Administrative Regulations (EDGAR), this package contains all of the information, application forms, and instructions needed to apply for one or both grants.</p> <p>A separate application must be submitted for each competition for which you apply. Each application should be prepared following the instructions and criteria for that competition. Applicants who wish to apply for both Fiscal Year 1997 National Programs Federal Activities Grant competitions should photocopy all forms contained in the Appendices and Forms section.</p> <p>Applicants should clearly indicate, in Block # 10 of the Standard Form 424 the CFDA number and alpha suffix of the competition (e.g., 84.184F or 84.184G) for which funds are being requested. Failure to provide this information may result in applications being assigned and reviewed under a different competition from the one intended.</p>
Deadline Extensions	<p>Waivers for individual applications are not granted, regardless of the circumstances. Under very extraordinary circumstances the Department may change the closing date for a competition. When this occurs, the Secretary announces such a change in a notice published in the Federal Register.</p>
Estimated Range of Awards	<p>For CFDA# 84.184F, an estimated 6 awards, each ranging from \$250,000 to \$450,000, will be made. For CFDA# 84.184G, an estimated 10 awards, each ranging from \$400,000 to \$600,000 will be made. The Department of Education is not bound by any estimates in this application package.</p>

Dear Colleague:

Thank you for your interest in the Safe and Drug-Free Schools and Communities Act National Programs Federal Activities Grants Program (CFDA #84.184F and CFDA #84.184G).

This program is sponsoring two competitions in Fiscal Year 1997. The purpose of competition #84.184F is to support the replication of effective programs or strategies to prevent youth drug use, violent behavior, or both. These programs ultimately are expected to improve the effectiveness of drug and violence prevention programs supported with SDFSCA State Grants and other funds by demonstrating research-based, proven methods of prevention. The purpose of competition #84.184G is to improve the quality and availability of data related to youth drug use and violence and to encourage schools to use that data in selecting and evaluating drug and violence prevention programs.

This package contains all the necessary forms and instructions needed to apply for a Safe and Drug-Free Schools and Communities National Programs Federal Activities grant under either competition. Please review the enclosed materials and follow the instructions carefully in completing your grant application. Experience shows that applicants who perform best are those who explicitly address each factor under each selection criterion. Also, make sure that your application complies with each requirement and is received by the announced closing date specified in the Notice Inviting Applications.

Upon receipt of your application, the Department's Application Control Center will assign it a proposal request number (PR#), which will be sent to the authorized official whose signature appears on the face page of the application. Please refer to this number in any future correspondence concerning your application.

If you have any questions or need additional information concerning the program or the application process, please contact the Safe and Drug-Free Schools Program at (202) 260-3954.

Sincerely,

William Modzeleski
Director, Safe and Drug-Free
Schools Program

Enclosure

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Single State Point of Contact List
SF-424 (Application for Federal Assistance and Instructions)
ED-524 (Budget Information--Non-Construction Programs and Instructions)
SF-424B (Assurances--Non-Construction Programs)
ED 80-0013 (Certifications regarding Lobbying, Debarment, Suspension, and
Other Responsibility Matters; and Drug-Free Workplace Requirements)
ED 80-0014 (Certification regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion: Lower Tier Covered Transactions)
SF-LLL (Disclosure of Lobbying Activities)

I. General Requirements

The following information applies to both competitions described in this application package.

Prohibited Uses	Grantees may not use funds for construction, (except for minor remodeling needed to carry out the activities described in the application) or for medical services, drug treatment or rehabilitation, except for pupil services or referral to treatment for students who are victims of or witnesses to crime or who use alcohol, tobacco, or drugs.
Definitions	The term 'non-profit', as applied to a school, agency, organization, or institution means a school, agency, organization, or institution owned and operated by one or more nonprofit corporations or associations, no part of the net earnings of which inures, or may lawfully inure, to the benefit of any private shareholder or individual.
Applicable Regulations	<p>The following Education Department General Administrative Regulations (EDGAR) and other regulations apply to both competitions described in this package:</p> <ul style="list-style-type: none">(1) 34 CFR Part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations)(2) 34 CFR Part 75 (Direct Grant Programs)(3) 34 CFR Part 77 (Definitions that Apply to Department Regulations).(4) 34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and Activities).(5) 34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).(6) 34 CFR Part 81 (General Education Provisions Act--Enforcement).(7) 34 CFR Part 82 (New Restrictions on Lobbying).(8) 34 CFR Part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).(9) 34 CFR Part 86 (Drug-Free Schools and Campuses). <p>(NOTE: As of July 1, 1995, Part 86 of EDGAR no longer applies to SEAs and LEAs. It continues to apply to IHEs.)</p> <ul style="list-style-type: none">(10) 34 CFR Part 98 (Student Rights in Research, Experimental

Programs, and Testing).
(11) 34 CFR Part 99 (Family Educational Rights and Privacy).

**Other Selection
Factors**

In making awards under these grant competitions, the Secretary may take into consideration the geographic distribution and diversity of activities addressed by the projects, in addition to the rank order of applications.

Contingent upon the availability of funds, the Secretary may make additional awards in FY 1998 from the rank-ordered list of unfunded applicants from these competitions.

II. Application Information and Selection Criteria for CFDA #84.184F -- Replication of Effective Programs or Strategies to Prevent Youth Drug Use, Violent Behavior, or Both

NOTE: This package contains priorities and selection criteria for two separate competitions -- CFDA 84.184F and CFDA 84.184G. Applicants may apply under both competitions; however, separate applications must be submitted for each competition. The following information pertains to competition #84.184F.

Application Information

Background

Despite a significant commitment of Federal financial resources to support programs designed to prevent youth drug use and violence, recent National data reflect increased rates of drug use and significant rates of school violence. While information about promising and effective drug and violence prevention programs and strategies is available, too often decisions about which prevention approaches to implement are made without adequate attention to proven effectiveness. In order to combat this trend, schools need to reassess the drug and violence prevention education programs they are currently implementing and modify or eliminate those that are outmoded, untested, or that fail to demonstrate a measurable impact on reducing youth drug use and/or violent behavior.

Research shows that the "state-of-the-art" in prevention programming clearly favors programs that are data-driven. Successful drug prevention programs are those that change characteristics of students, schools, neighborhoods, and families in ways that are related to drug use by youth. In order to increase the likelihood that they will implement successful programs, schools must begin to base programs on an assessment of objective data about problems that need to be addressed, develop measurable goals and objectives for those programs, and use prevention approaches that research or evaluation has demonstrated to be effective in preventing or reducing drug use or violent behavior.

The SDFS competition described in the following pages is designed to foster program success by supporting the expansion,

by replication, of effective prevention approaches. Applicants are expected to demonstrate how they will use the grant funds under this competition to replicate in additional schools or communities, with fidelity, a proven prevention program or strategy.

In order to ensure that the program or strategy selected for replication meets the needs of the target population of students, applicants should provide information that describes how those needs were assessed and how the proposed program responds to those needs. Data collected about populations other than the specific population that will receive direct services under the program (for example, national data on youth drug use or city-wide juvenile crime data) is not evidence that the program responds to the needs of the target population.

Federal funds are offered for this priority in order to increase knowledge about what works to prevent or reduce youth drug use, violent behavior, or both. Therefore, successful applicants must rigorously evaluate the impact of the program on student behavior, with particular attention to whether participants stopped or reduced their drug use; stopped or reduced their involvement with violent behavior; or both. Evaluation plans that measure only subjective levels of participant satisfaction (e.g., "the students liked the program" or "teachers found the program easy to use") or process and summative variables, are not likely to score well under the selection criteria used to evaluate applications under this competition. Applicants are strongly encouraged to use independent evaluators who are thoroughly trained in techniques of social science research and to set aside 10 to 20 percent of their total project budget for the evaluation.

Examples of some drug prevention programs that have been proven effective may be found in *Preventing Drug Use Among Children and Adolescents* published by the National Institute on Drug Abuse. The document is available from the National Clearinghouse for Alcohol and Drug Information (NCADI), P.O. Box 2345, Rockville, MD 20874-2345; 1-800-729-6686. Examples of some approaches to violence prevention are contained in abstracts of programs evaluated by the Centers for Disease Control. The abstracts are available from the National Clearinghouse for Alcohol and Drug Information.

Absolute Priority

Under this priority, applicants must propose projects that:

- (1) will replicate, with fidelity, a program or strategy that has demonstrated sustained reductions in youth drug use, violent behavior, or both, over at least a two-year period;
- (2) are clearly responsive to identified needs of the student population that will be served; and
- (3) will include a rigorous evaluation of the project that focuses on measurement and analysis of behavior change among students as a direct result of the program.

Programs or strategies eligible for replication under this competition are those that (1) have been evaluated and found effective in research studies funded by the National Institute on Drug Abuse or another Federal agency, or (2) have findings demonstrating effectiveness published in a peer-reviewed journal of national distribution. Locally developed programs are also eligible for replication if they have been tested within a single population (cohort) of students over at least a two-year period and have demonstrated measurable reductions in student drug use, violent behavior, or both. Applicants proposing a locally developed project must provide evaluation data that is well documented and clearly demonstrates the program's effectiveness as of the date of this notice.

For purposes of this competition, fidelity of implementation means implementing the program in the same manner as the program was implemented when it was proven to be effective in preventing or reducing drug use, or violent behavior, or both, inclusive of all components of the program or strategy that the developer and evaluator consider to be key, unique, and necessary features. These components may include, but need not be limited to, the use of specified materials, teaching techniques, and approaches; involvement of specified persons or stakeholders with particular functions or roles; and performing specified activities according to a specified sequence or schedule.

Selection Criteria

The following selection criteria will be used to evaluate applications for new grants under this competition. The maximum score for all of these criteria is 100 points. (NOTE: The criteria contain weighted factors. Applicants must address each factor in order to qualify for the maximum number of points for each criterion.) Points for the criteria are distributed as follows:

(1) Significance	(30 points)
(2) Quality of the project design	(20 points)
(3) Adequacy of resources	(20 points)
(4) Quality of the management plan	(5 points)
(5) Quality of the project evaluation	(25 points)

(1) Significance.

In determining the significance of the proposed project, the following factors are considered:

- (a) The extent to which the proposed project involves the development or demonstration of promising new strategies that build on, or are alternatives to, existing strategies. (15 points)
- (b) The potential replicability of the proposed project or strategies, including, as appropriate, the potential for implementation in a variety of settings. (10 points)
- (c) The importance or magnitude of the results or outcomes likely to be attained by the proposed project. (5 points)

2. Quality of the project design.

In determining the quality of the design of the proposed project, the following factors are considered:

- (a) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (3 points)
- (b) The extent to which the design for implementing and evaluating the proposed project will result in information to guide possible replication of project activities or strategies, including

information about the effectiveness of the approach or strategies employed by the project. (7 points)

(C) The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice. (10 points)

(3) Adequacy of resources.

In determining the adequacy of resources for the proposed project, the following factors are considered:

(a) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. (5 points)

(b) The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits. (5 points)

(c) The potential for the incorporation of project purposes, activities, or benefits into the ongoing program of the agency or organization at the end of Federal funding. (10 points)

(4) Quality of the management plan.

In determining the quality of the management plan for the proposed project, the following factor is considered:

(a) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (5 points)

(5) Quality of the project evaluation.

In determining the quality of the evaluation, the following factors are considered:

(a) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives and outcomes of the proposed project. (5 points)

(b) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce

quantitative and qualitative data to the extent possible.
(10 points)

(C) The extent to which the evaluation will provide guidance about effective strategies suitable for replication or testing in other settings. (10 points)

III. Application Information and Selection Criteria for CFDA# 84.184G -- State and Local Educational Agency Drug and Violence Prevention Data Collection

NOTE: This package contains priorities and selection criteria for two separate competitions--CFDA 84.184F and CFDA 84.184G. Applicants may apply under both competitions; however, separate applications must be submitted for each. The following information pertains to CFDA 84.184G

Application Information

Background

Despite a significant commitment of Federal financial resources to support programs designed to prevent youth drug use and violence, recent National data reflect increased rates of drug use and significant rates of school violence. While information about promising and effective drug and violence prevention programs and strategies is available, too often decisions about which prevention approaches to implement are not guided by data-oriented needs assessments. Attempts by State and local educational agencies to assess the success of drug and violence prevention programs are often hampered by a lack of available data, including baseline information about youth drug use and violence. In order to change this situation, State and local education agencies need to develop a more systematic approach to the collection, analysis, dissemination and use of data about the youth drug use and violence problem in their State and community.

As one of a series of activities designed to improve the quality of drug and violence prevention programming being implemented with Safe and Drug-Free Schools and Communities Act (SDFSCA) State Grant funds, the Secretary has adopted the absolute priority for this competition to focus Federal financial assistance on the need for development and improvement of the capacity of State

**Absolute
Priority**

and local educational agencies to collect and use data to make informed decisions about drug and violence prevention programming in schools. The Secretary expects that projects funded under this priority will emphasize the collection and use of outcomes measures, such as reduced rates of drug use and violence, rather than relying solely on process measures that simply describe the implementation of a program or participants' level of satisfaction with the activity. State and local educational agencies are expected to use the data to develop baseline information about the nature and extent of the drug and violence problems in their schools; to use SDFSCA State Grant and other funds to design and implement appropriate programs and activities to address those problems, and to assess success of those programs and activities following implementation.

State and Local Educational Agency Drug and Violence Prevention Data Collection

(Note: The Secretary will fund under this competition only applications that meet this absolute priority.)

Under this priority, applicants must propose projects that:

- (1) develop, improve, expand, or enhance the collection of data related to youth drug use and violence; and
- (2) develop and implement processes to ensure that high-quality data is used to inform policy, assess needs, select interventions, and assess success of drug and violence prevention activities funded under the SDFSCA State Grants Program. Projects may be State-wide in scope or limited to an individual local educational agency with a student enrollment that exceeds 30,000.

To be considered for funding under this competition, a project must include--

- (1) concrete plans, with timelines, that detail how the results of new or improved data collection efforts will be incorporated into State and local educational agency efforts to assess needs, select interventions, and assess success of drug and violence prevention efforts;
- (2) outcomes-based performance indicators that will be used to judge the success of the project; and
- (3) a description of how efforts proposed as part of the project have been coordinated with and will not duplicate data collection efforts being implemented by other State or local agencies.

Selection Criteria

The following criteria will be used to evaluate applications for new grants under this competition. The maximum score for all of these criteria is 100 points. (NOTE: Applicants must address each factor in order to qualify for the maximum number of points for each criterion.) Points for the criteria are distributed as follows:

Need for the project	(15 points)
Significance	(25 points)
Quality of the project design	(25 points)
Adequacy of resources	(15 points)
Quality of the management plan	(10 points)
Quality of the project evaluation	(10 points)

(1) Need for the project. (15 points)

In determining the need for the proposed project, the following factors are considered:

- (a) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.
- (b) The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses.

(2) Significance. (25 points)

In determining the significance of the proposed project, the following factors are considered:

- (a) The significance of the problem or issue to be addressed by the proposed project.

(b) The likelihood that the proposed project will result in system change or improvement.

(c) The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population.

(3) Quality of the project design. (25 points)

In determining the quality of the design of the proposed project, the following factors are considered:

(a) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

(b) The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance.

(c) The extent to which the proposed project will be coordinated with similar or related efforts, and with other appropriate community, State and Federal resources.

(4) Adequacy of resources. (15 points)

In determining the adequacy of resources for the proposed project, the following factors are considered:

(a) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

(b) The potential for the incorporation of project purposes, activities, or benefits into the ongoing program of the agency or organization at the end of Federal funding.

(5) Quality of the management plan. (10 points)

In determining the quality of the management plan for the proposed project, the following factor is considered:

(a) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

(6) Quality of the project evaluation. (10 points)

In determining the quality of the evaluation to be conducted for the proposed project, the following factor is considered:

(a) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

Forms

IV. Application Contents

Please organize your application to contain the following items in the order listed. Applicants should number all pages to make review and evaluation easier.

1. Application for Federal Assistance (Standard Form 424, REV 4-88). To fill out this form, follow the instructions in Part VI, Appendix C. In Item 8 of Form 424, check "New." In Item 10 of the 424, clearly identify the Catalog of Federal Domestic Assistance (CFDA) Number and the Title of the competition under which funds are being requested. Specify one of the following two competitions: CFDA 84.184F (Replication of Effective Programs or Strategies) or CFDA 84.184G (Drug and Violence Prevention Data Collection).

2. Budget Information: (Standard Form 524). Provide amounts for major budget categories. Note that a budget must be submitted for each year in which funds are requested. Failure to supply a budget for each year of the project will result in no funding for those years.

3. Budget Justification: List on letter size plain white paper the amounts and sources of all funds, both Federal and non-Federal, that will be used for this project. Explain how these funds will be used to support the goals and objectives of the project. Please break out costs according to categories contained in ED Form 524.

4. Assurances. (Standard Form 424B, Certification Regarding

Drug-Free Workplace, Certification Regarding Debarment, Certification Regarding Lobbying and Certification Regarding Environmental Tobacco Smoke.) Of these forms, only the Standard Form 424B and the Certification Regarding Lobbying need to be signed and returned with the application. By signing the Standard Form 424B, the applicant agrees to abide by requirements regarding drug-free workplace, debarment and environmental tobacco smoke.

Summary

Project Summary Description. Clearly mark this page with the applicant's name as shown in item 5 of the Standard Form 424 and the title of the project as shown in item 11 of the same Form. The summary, not to exceed one page, should accurately and concisely reflect the proposal and include a description of the objectives of the projects, approaches to be used, and the outcomes expected.

Narrative

Program Narrative Statement: Applicants should organize the Program Narrative according to the Evaluation Selection Criteria specified in Section II or III, depending upon the competition (e.g., 84.184F or 84.184G) under which funds are being requested. The narrative should address all the criteria and all of the factors under each criterion. The narrative should also address elements that are part of the priority description. The pages of the narrative section must be numbered and should be limited to 25 typed pages, double spaced, printed only on one side, with at least 1/2 inch margins. It is in the best interest of applicants to ensure that the narrative statement is easy to read, logically developed in accordance with selection criteria, and fully addresses each rating factor.

GEPA 427

General Education Provisions Act (GEPA) Section 427
Section 427 of GEPA affects applicants for new discretionary grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION, SUMMARIZED BELOW, IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

Section 427 requires each applicant for funds (other than an

Requirements

individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: *gender, race, national origin, color, disability, or age*. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, etc., from equitable access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

NOTE: A general statement of an applicant's nondiscriminatory policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

Examples

The following examples may help illustrate how an applicant may comply with section 427.

(1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.

(2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audiotape or in braille for students who are blind.

(3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it tends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1801-0004 (Exp. 8/31/98). The time required to complete this information collection is estimated to vary from 1 to 3 hours per response, with an average of 1.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651.

Appendices

This section contains supplementary information that applicants may choose to submit in support of applicant's capacity and preparation to undertake the proposed project. These documents may include resumes; letters of agreement with cooperating entities, if any; evaluation results; or other materials. Do not include budget or program narrative information in this section.

Instructions for Estimated Public Reporting Burden

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB No. 1810-0551, Exp. Date: 6/2000. The time required to complete this information collection is estimated to average 20 hours per response, including the time to review instructions, search

existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Safe and Drug-Free Schools Program, Office of Elementary and Secondary Education, U.S. Department of Education, 600 Independence Ave., S.W., Washington, D.C. 20202-6123.

**Number of
Copies**

Closing Date

Mail Address

V. Application Submission Procedures

To be considered for a grant, each applicant must submit a signed original and two additional copies of the grant application, including all attachments, to the application receipt point specified below. The original copy of the application must have an original signature, signed in black ink. Each copy must be stapled in the upper left corner or bound at the left margin. All copies of the application must be submitted in a single package. Do not submit video or audio tapes as part of the application.

In addition to the three required copies, applicants are requested, but not required, to submit a fourth complete copy of the application.

For the grant programs in this announcement, the closing date, as defined by the receipt of applications by the Department's Application Control Center, is **August 1, 1997**.

Hand Delivery

Applications sent by mail should use the following address:

U.S. Department of Education
Application Control Center
Attention: CFDA # (Select number of the
competition for which funds are being requested--
either 84.184F or 84.184G. See Section II and III
for descriptions).
Washington, D.C. 20202-4725

NOTE: All applications must be received by 4:30 pm, August 1, 1997. Postmark dates will not be accepted. Applications received after August 1, 1997, will not be read.

Notes

Applications to be hand-delivered should use the following address:

U.S. Department of Education
Application Control Center
Attention: CFDA # (Select number of the
competition for which funds are being requested--
either 84.184F or 84.184G. See Section II for
descriptions of each).
Room 3633
Regional Office Building #3
7th and D Sts., S.W.
Washington, D.C.

Note: Hand-delivered applications must be received by 4:30 p.m. (Washington, D.C. time) August 1, 1997. Applications received after August 1, 1997, will not be read. Applicants planning to use overnight delivery services are advised to send applications at least 48 hours in advance of the closing date and to request confirmation of delivery from the overnight service.

(1) The Application Control Center will mail a Grant Application Receipt Acknowledgement to each applicant. If an applicant fails to receive the notification of application receipt within 15 days from the date of mailing the application, the applicant should call the U.S. Department of Education Application Control Center at (202) 708-9494.

(2) The applicant must indicate on the envelope and--if not provided by the Department--in Item 10 of the Application for Federal Assistance (Standard Form 424) the CFDA number and alpha suffix (e.g. 84.184F or 84.184G) of the competition under which the application is being submitted.

FOR FURTHER INFORMATION CONTACT: Safe and Drug-Free Schools Program, U.S. Department of Education, 600 Independence Ave., SW, Room 604 Portals, Washington, D.C. 20202-6123, (202) 260-3954. Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday.

Information about the Department's funding opportunities, including copies of application notices for discretionary grant

competitions, can be viewed on the Department's electronic bulletin board (ED Board), telephone (202) 260-9950; or on the Internet Gopher Server at GOPHER.ED.GOV (under Announcements, Bulletins and Press Releases); or on the World Wide Web at (<http://www.ed.gov/money.html>). However, the official application notice for a discretionary grant competition is the notice published in the FEDERAL REGISTER.

VI. Intergovernmental Review of Federal Programs

Objective

This program is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79.

Contact

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each State under the Executive order. The name and address of each State Single Point of Contact is published in this application notice.

Deadline

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be received by September 15, 1997, at the following address: The Secretary, E.O.12372--CFDA # 84.184F and #84.184G, U.S. Department of Education, Room 6213, 600 Independence Ave., SW, Washington, D.C. 20202-0125.

Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, D.C. time) on September 15, 1997. **PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS.**

VII. Appendices and Forms

CHECK

Use This Checklist in Preparing the Application Package

An original and three copies of the application are inclosed. Each page of the application should be numbered consecutively.

All forms in the original application that require a signature are signed in black ink.

THE APPLICATION PACKAGE CONTAINS:

- “ The application face sheet (Standard Form 424)
- “ A one-page project abstract
- “ A narrative description of the project (up to 25 pages)
- “ A budget summary page and a supporting budget narrative (separate budgets and supporting narrative must be submitted for each year funding is requested)
- “ All required forms and certifications

ADDRESS AND DEADLINE DATE:

Safe and Drug-Free Schools Program
ATTN: CFDA # (indicate appropriate #)
U.S. Department of Education
Application Control Center
Room 3633, ROB 3
Washington, DC 20202-4725

Reminder: Applications must be received no later than 4:30 pm, August 1, 1997

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